

ADMINISTRATIVE POLICY 1-10

SUBJECT: Agenda Commentary Preparation and Submission

PURPOSE: To establish the procedure for preparing and submitting agenda item commentaries and exhibits to be considered for publication in Lawton City Council Meeting Agendas.

BACKGROUND: Agenda item commentaries and exhibits that are created and assembled by staff members must meet proper format and appropriate deadlines to streamline necessary vetting processes, maximize quality, provide for consistency and, ultimately, be considered for publishing in City Council Meeting Agendas.

A range of examples of agenda item commentaries can be found in previously published City Council Meeting Agendas located in the City Clerk's Office or online at lawtonok.gov.

Staff members should note that nothing in this policy is intended to supersede or contradict the City Charter or Council Policy 1-06.

SCOPE: This policy applies to all employees in all City departments and divisions who may author or prepare agenda item commentaries for submission.

RESPONSIBILITIES: In 2021, the City of Lawton moved to a digital software, Legistar, to create and publish agendas.

- It is the responsibility of all applicable staff members to review manuals and trainings available through the application and/or the Department of Information Technology of Office of the City Clerk in order to familiarize themselves with coinciding terms of the software in regard to building agenda items; it is the responsibility of applicable staff members to present any questions or concerns

to the Department of Information Technology in a timely fashion in regard to the program.

- It is the responsibility of the City Manager to make known the deadlines for agenda item commentary submissions and publications through department heads.
- It is the responsibility of all department heads to be aware of given deadlines disseminated from the Office of the City Manager and to ensure their given departments meet them, in terms of general submission, items approvals, and/or publishing.
- It is the responsibility of all applicable staff members to abide by rules and regulations within this policy. Violations of this policy will result in given agenda items being pushed to a later council meeting for consideration.
- It is the responsibility of department heads to make the City Manager's Office aware of any non-routine agenda items before beginning the submission process.
- It is the responsibility of the City Manager to inform necessary staff members of any agenda item commentaries that are to be expedited and set appropriate deadlines for doing so.

DEFINITIONS: Terms in this policy are defined and/or placed as follows:

1. Initiator: The staff member or city council member who initially identified the main idea, process or concept of the item. This person typically presents or explains the item and answers questions of City Council, but that is subject to change at the discretion of department heads or council members.

- Staff Agenda Item Commentary: Commentary that is initiated by a staff member.
- Council Agenda Item Commentary: Commentary that is initiated by a councilmember.

2. Staff Information Source: If applicable, the staff member who provided information or data in regard to the creation of the agenda item.

3. Background: Information intended to provide a history and better understanding of the item's development and need for consideration.

4. Exhibits: Item counterparts or additional documents of support, mention or explanation that should accompany an agenda item commentary.

5. Key Issues: A question posed that underlines the main idea of an agenda item and pinpoints the issue that needs to be addressed.

6. Funding Source: Identification of funding needed for approval of the agenda item, if applicable.

7. Recommended Council (or other entity) Action: The action that City Council is recommended to take by the initiator of the agenda item.

PROCEDURES:

1. Agenda items should be prepared and submitted at least 21 days before the requested agenda date.

2. Department heads must present and work through large contracts with Legal prior to beginning the agenda process.

3. All agenda items should be prepared in accordance with applicable Legistar procedures as laid forth in manuals and instruction from the Department of Information Technology and/or the Office of the City Clerk.

4. Emergency agenda items may still be approved by the Mayor on a case-by-case basis pursuant to Council Policy 1-06.

REFERENCES: N/A

RECISSION: This policy supersedes Administrative Policy 1-10 dated 4/23/18 and will remain in effect until rescinded.

EFFECTIVE DATE: 4/8/2021

RESPONSIBLE DEPARTMENTS: All



Michael Cleghorn

City Manager

4/5/2021